California Department of Mental Health
Early Mental Health Initiative
Request for Application – EMHI 2011

Burbank, CA Information Meeting – March 1, 2010
Fresno, CA Information Meeting – March 3, 2010
Sacramento, CA Information Meeting – March 9, 2010

QUESTIONS AND ANSWERS

GENERAL INFORMATION:

If we will not have a calendar available by May 9th for FY 11/12, what do we do?
Include a FY 10/11 calendar and note that the Local Education Agency (LEA) has not yet published the calendar for FY 11/12.

If writing an enhanced other model, do you still take the total allocation amount and divide by the number of students served, even if it will make the cost per child very low?
The cost per child is calculated by dividing the total Grant Request by the number of students to receive DIRECT services with grant funds (RFA p. 48). The number of students served with enhancement or indirect services is not included in this calculation, thus, the cost per child tends to be higher in an enhanced grant.

My principal and superintendent are the same person. Can I produce one letter of support but have the signature indicating both roles?
Yes, and be sure to indicate that the one person is serving in both capacities.

How long does it take to complete a grant application?
The application requires many hours of work and collaboration of LEA staff who are in a position to plan the program. While working on the application, it may be helpful to review the application checklist (RFA p. 41). Keep in mind that you are required to submit signed letters from a number of district staff members and the Cooperating Mental Health Entity. Because of varying staff and School Board schedules, applicants are urged to start working on the letters early in the process because originals must be submitted with the completed application.

Is the Friday before the RFA due date a furlough for the Department of Mental Health (DMH)?
State offices are now open Monday through Friday. There are no longer office closures due to furloughs.

What is an Intent to Apply?
An Intent to Apply form is found in the RFA (p. vi). This form provides the DMH with information that we will use to plan for the number of grant readers we will need. We request you complete and submit it, although it does not obligate you.

What staff should we include resumes for?
Resumes are required for Project Coordinators (PCs), School-Based Mental Health Professionals (SBMHPs) and Mental Health Consultants (MHCs). Resumes are not needed for Child Aides.

PROGRAM SERVICES:

Would it be possible to run 3 cycles of students if the grant began operation July 1st?
It is possible. However, it is more realistic to have 2 cycles of service in a year. Prior to starting services, students need to be screened. Teachers should be given approximately 4-6 weeks to get to know their students in order to complete the pre-screening.

Second Step is publishing a new curriculum. Would the new curriculum be considered a new model?
Because DMH staff did not have an opportunity to review the new edition of the *Second Step* curriculum, it will not be considered a new curriculum/model.

How are kindergarteners served?
For kindergarteners, it is usual to wait until mid-year to provide services. They should have more time to adjust to school prior to being evaluated and provided services.

For travel to the conference, who needs to be included? Will a LEA lose points if they do not include teachers/principals in conference travel?
Key staff personnel need to be included in travel: Child Aides, SBMHPs, MHCs and PCs. We encourage the LEA to take teachers/principals and to include that cost in either the grant request or the match. Points will not be deducted if you are unable to include teachers/principals.

PROGRAM STAFFING:

What would be an acceptable range of salary for a Child Aide?
Statewide, Child Aide salaries range between $12 and $25 per hour.

How do Child Aides receive training? Who trains, how?
DMH provides training during the mandatory training conference, which usually takes place in the fall. The SBMHP provides ongoing training and supervision in collaboration with other program professionals, such as the Project Coordinator and the MHC. A combination of training and supervision is generally provided on a weekly basis. A detailed description of your training and supervision plan is to be included in your application narrative. New programs are also given an EMHI Program Manual with materials that assist the LEA with training of new program staff at the district level.

Are Child Aides required to have college or specific training?
Not by DMH, but this can depend on the requirements of the LEA. They should at least have a high school diploma. The hiring requirement should be dependent on their intellectual, emotional and social abilities, as well as their willingness to learn, build relationships with students and co-workers, and follow the direction of their supervisors.

PROGRAM BUDGET AND BUDGET JUSTIFICATION:

Page 40 of the RFA, Indirect Costs: If we do not claim over 5% of the Indirect Costs, do we need to provide a formula in the Budget Justification?
Yes, because you are taking 5% of a certain amount and you need a formula to calculate that amount.

For Indirect Costs, do we need to formulate out what the % is going towards?
No.

Can a laptop be used as match?
Yes. It needs to be reasonable, support the program and the match is prorated over 3 years of grant funding.

The cost of a computer must be prorated based on the number of hours or percentage of time it is being used for the program. It must be either prorated over a 3-year period, or included as a one-time cost which will be removed from the budget in the subsequent years. It must be used by someone who is directly involved in the program.

Example: If an employee is involved in the EMHI program for .2 FTE, they may claim 20% of the cost of the computer for this grant only (not cumulative of time spent on other grants) prorated over 3 years or a one-time expenditure which is then eliminated from the budget. The FTE will need to be converted to hours per week when showing the formula in the Budget Narrative.

If a computer is needed for the program, could $500 go under Grant Request and the rest under Match?
No. "Grant funding may not be utilized for electronic equipment over $500." RFA (p. 14).

Where can we include everyday mileage?
Include under travel and justify how you reached that amount.

If you are writing for Second Step, can you include costs to purchase the new generation Second Step curriculum?
Yes.

How do furloughs impact budgets and program services?

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Before a grant is allocated to an LEA, program budgets can be negotiated/reduced to account for staff furloughs.

An organization has donated toys. Would that go under LEA Match or Other Match?
If the donated items are coming from a school district or site organization (PTO, PTA), it is LEA Match. If the donated items are coming from an outside organization, it is Other Match.

Since we have to write for 3 years, if the conference is local and I have funds left over, can I adjust and increase other budget items such as personnel, equipment or supplies?
Yes, you are able to transfer up to 15% between your budget line items. If you have excess funds for travel and would like to use that money for supplies, you can transfer funds <u>after</u> consultating with your Technical Assistance Consultant (TAC) and/or Program Analyst.

Does 25% of grant request for Space refer to the total grant request, including the data costs?
Yes. It is 25% of the amount <u>in the Grant Request</u> column on line 23 of the Program Budget form.

PRIORITY FUNDING:

Does a school site qualify for Priority Funding points if it was in its second or third year in 2002-03?
Priority Funding applies to LEAs, not individual school sites who have not been awarded a grant since 2002-03. If the LEA was in their second or third year in FY 2002-03 and has not had a new grant awarded since FY 2002-03, three (3) Priority Funding points will be awarded to that LEA during the scoring process.

If all of the school sites included in a grant exceed 85% for Free/Reduced Meals, will that grant receive more than 2 points?
No, you will still receive the maximum allowed two (2)points.

Note: Priority Funding will be calculated based on "actual" Free/Reduced Meal percentages – the percentage must be over 85%, or <u>85.01 and above</u>.

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